



National Institutes of Health
National Cancer Institute
Bethesda, Maryland 20892

Program Analyst, 2016

Position Description and Call for Letters of Interest

Behavioral Research Program, National Cancer Institute

The National Cancer Institute (NCI) is pleased to invite letters of interest from public health, communication, and business management professionals for a Program Analyst position in the Office of the Associate Director of the Behavioral Research Program (BRP). For more information about BRP, see <http://cancercontrol.cancer.gov/brp/>.

BRP is within the NCI Division of Cancer Control and Population Sciences. BRP initiates, supports, and evaluates a comprehensive program of research, including basic behavioral and psychological science as well as the development, testing, and dissemination of interventions in cancer control areas such as tobacco use, diet and energy balance, and sun protection. BRP is made up of four research branches (Basic Biobehavioral and Psychological Sciences, Health Behaviors, Health Communication and Informatics, and Tobacco Control) and is led by Associate Director William Klein.

The BRP Office of the Associate Director is composed of senior program leadership and a team of public health professionals who support the missions of the four extramural branches via management and analysis. The Office of the Associate Director serves as a hub for the program to accomplish the key functionalities of communication and science writing, strategic planning and staff development, grants and contracts administration, and budget management.

Duties

The selected Program Analyst will participate in the planning, organization, implementation, and management of tasks in support of the scientific research areas and administrative scope of BRP. The Program Analyst will work on projects across the four branches and with team members in the Division of Cancer Control and Population Sciences to advance several priority areas, including cancer-related health behaviors, biopsychosocial processes of cancer-related behaviors, decision science and policy in cancer control, and analytic methods and new technologies. Specific duties may include the following:

- Provide technical support for contract management tasks and procedures
- Oversee large budgets and support requests; coordinate timelines, deliverables, and associated travel and meeting facilitation
- Write and copyedit research briefs, e-newsletters, and factsheets; inform and implement a broad communication strategy to stimulate interest and collaboration in scientific projects
- Support behavioral research grant administration and portfolio analysis; disseminate new funding initiatives to potential grantees
- Lead training and staff development programs for fellows and new staff; work with leading behavioral researchers on new cancer control initiatives and research projects



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Qualifications

- Master's degree or equivalent in public health, public administration, health communication, business management, or a related field; and
- Project management expertise with 3+ years' work experience;
- Background in budget planning or contract administration;
- Demonstrated excellence in written and oral communication and familiarity with biomedical language and research processes;
- A strong interest in the study of the initiation, conclusion, or maintenance of behaviors to prevent, detect, or ameliorate the effects of cancer and disease;
- Experience managing multiple projects and working in multidisciplinary teams

The anticipated full-time position is based in Rockville, Maryland, and will likely be classified as a Program/Management Analyst or similar occupational series on www.usajobs.gov. Jobs are typically posted for 5-7 days, and official applications can only be accepted via usajobs, once announced. The United States Office of Personnel Management Federal salaries for this position will range from GS 11-13 and are commensurate with qualifications and experience; excellent benefits will be provided.

Interested candidates are encouraged to submit a letter of interest, resume/CV, writing sample, and letter of recommendation from a professional reference immediately to ncidccpsbrpadvances@mail.nih.gov.

This announcement is for a career position with the United States government and requires that the applicant is a United States citizen. The position is subject to a background investigation. Educational qualifications verified by official transcripts and submission of a Confidential Financial Disclosure OGE Form 450 are required. All applicants will receive consideration without regard to ethnicity, gender, national origin, age, religion, disability, or sexual orientation.

The Department of Health and Human Services, National Institutes of Health, and NCI are Equal Opportunity Employers.